Beautiful Plains School Division

Petty Cash Voucher

Payment to _____ Date _____
Principal

_____
School

Please use one line per receipt where possible. (Similar receipts can be totaled on one line.)

Account Number	Description	Amount

TOTAL REQUESTED: $0.00

Total Petty Cash Fund _____

Less: Total Requested _____

Cash On Hand _____

APPROVED _____ _____
Principal Secretary-Treasurer